



View a User Defined Field

As an **Accounting Specialist**, **Local Accounting Specialist**, **Viewer** and **Card Administrator**, you can view the UDFs that exist for your organization by completing the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **User Defined Fields** and click **View**. The *Select OTC Endpoint* screen appears.
3. Select the highest level organization for which you would like to view UDF. A *View User Defined Field* page appears.
4. Click on any of the UDFs to view its characteristics (e.g. activity type, label, description, etc.). The characteristics appear.